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Acting Chief, Organisation and Methods Service

17 March 1952

Memorandum to Chief of General Services from Chief, Administrative Service, dated 10 March 1952.

A. [REDACTED] principle criticisms of the recommended transfer of the functions of Shipping Branch to Procurement Office as they appeared in the paper "Survey of Shipping and Procurement Procedures" and this papers comments thereon appear below:

1. [REDACTED] states that handling of transportation functions by Procurement Office in relation to G-4 was "improperly performed without consulting with the Chief, Administrative Service".

Comment: G-4 asked Procurement Office to put "markings" in a complete package (in the Letter Order). Experience of Procurement Office has shown that the majority of established markings can be assigned without this extra step.

2. It is the impression of the Chief, Administrative Service, that the Army system is based on the functional separation of transportation and procurement.

Comments: Most organizations place responsibility for shipping and procurement under a single administrative head, which in the case of the Department of the Army is G-4, or "A.C.S., Logistics" and in the case of the Air Force is A-4, or "D.C.S., Material". Proposal for CIA is very similar to the systems used by Army and Air Force.

- a. G-4 is responsible for both shipping and procurement, as is proposed for CIA.
- b. G-4 considers Transportation Corps., Ordnance, Engineering, etc., as Technical Services. These Technical Services (procurement and shipping functions) are recognizable as individual units. This will be true under the proposed transfer of Shipping Branch in CIA.
- c. OSD, under G-4, works as a monitoring unit over the Technical Services. [REDACTED] would occupy this position under recommendations for CIA.

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NO CHANGE in Class. ☐

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2. One contact point.
3. Tonnage projections.
4. Continuity of logistical support (procurement, storage, issue, packing, shipping, and property accountability).
5. One Office responsible for completed action.
6. A control point to follow-up both procurement and shipping.

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